

## **New York State**

# **Low Income Household Water Assistance Program**

## **Information for Applicants – Document Checklist**

The Low Income Household Water Assistance Program (LIHWAP) can help pay overdue water and sewer bills.

**On October 1, 2022, a new program year will begin, and households may be eligible for additional assistance even if they have already received a LIHWAP benefit in the past.**

**Please provide copies of documentation not originals.**

## **Identity**

The primary applicant must provide at least one of the following:

- Driver license
- Photo ID
- U.S. Passport or Naturalization Certificate

**Or** provide 2 of the following:

- Birth certificate or baptismal certificate
- Social Security number
- Statement from another person

## **Residence** (Where you now live)

Applicants must provide one or more of the following:

- Current rent receipt with the name and address
- Copy of lease with address
- Water, sewer, or tax bill
- Utility bill
- Mortgage payment books/receipts with address
- Homeowners insurance policy
- Deed

## **Water and/or Sewer Vendor Relationship**

Applicant must be the customer of record with the water and/or sewer provider or document that they pay the water and/or sewer vendor directly for water and/or sewer services or are responsible for paying the water and/or sewer service charges. A customer of record is the person(s) who has the water and/or sewer account in their name with the vendor. Applicants must submit one of the following:

- A current water and/or sewer bill in the name of the primary applicant or other household member; or
- A current tax bill indicating water and/or sewer charges; or
- A receipt, canceled check or other documentation that verifies a member of the household pays a water and/or sewer vendor directly; or
- A lease agreement stating that the primary applicant is responsible for the water and/or sewer bill(s).

## **Income**

The primary applicant must provide proof of income, earned or unearned, including but not limited to:

- Pay stubs for the most recent four weeks
- If self-employed or have rental income, business records for the most recent three months or a signed and completed income tax form for the previous or current year
- Child support or alimony checks
- Bankbook/dividend or interest statement
- Statement from roomer/boarder
- Copy of award letter or most recent check:
- Social Security/Supplemental Security Income (SSI)/Social Security Disability Income (SSD)
- Veteran's benefits
- Pensions
- Worker's Compensation/Disability
- Verification of Unemployment Insurance Benefit amount